



Food Surveillance System



FOOD
STANDARDS
AGENCY

Version 4 Animal Feed User



Guide



FSS Version: 4

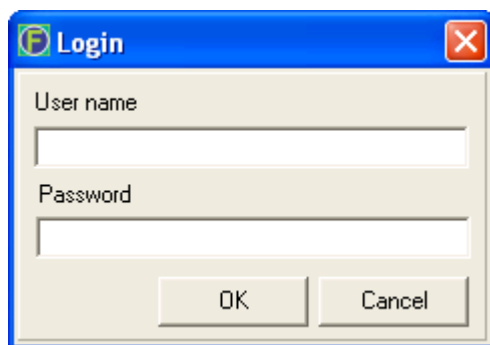
USING THE FOOD SURVEILLANCE SYSTEM

Starting the application

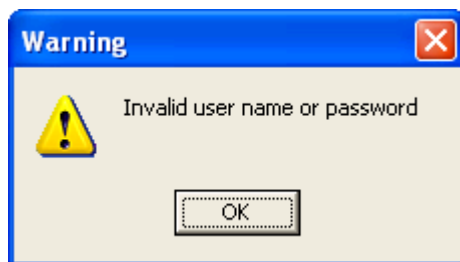
To open the application double click the FSS icon on your desktop



After running the program you will see the following security login screen.



You will need to enter a valid **Username** and **Password** to continue running the application, otherwise the following warning message will be displayed.



After entering a valid **User name** and **Password**, you will see the application introduction screen.

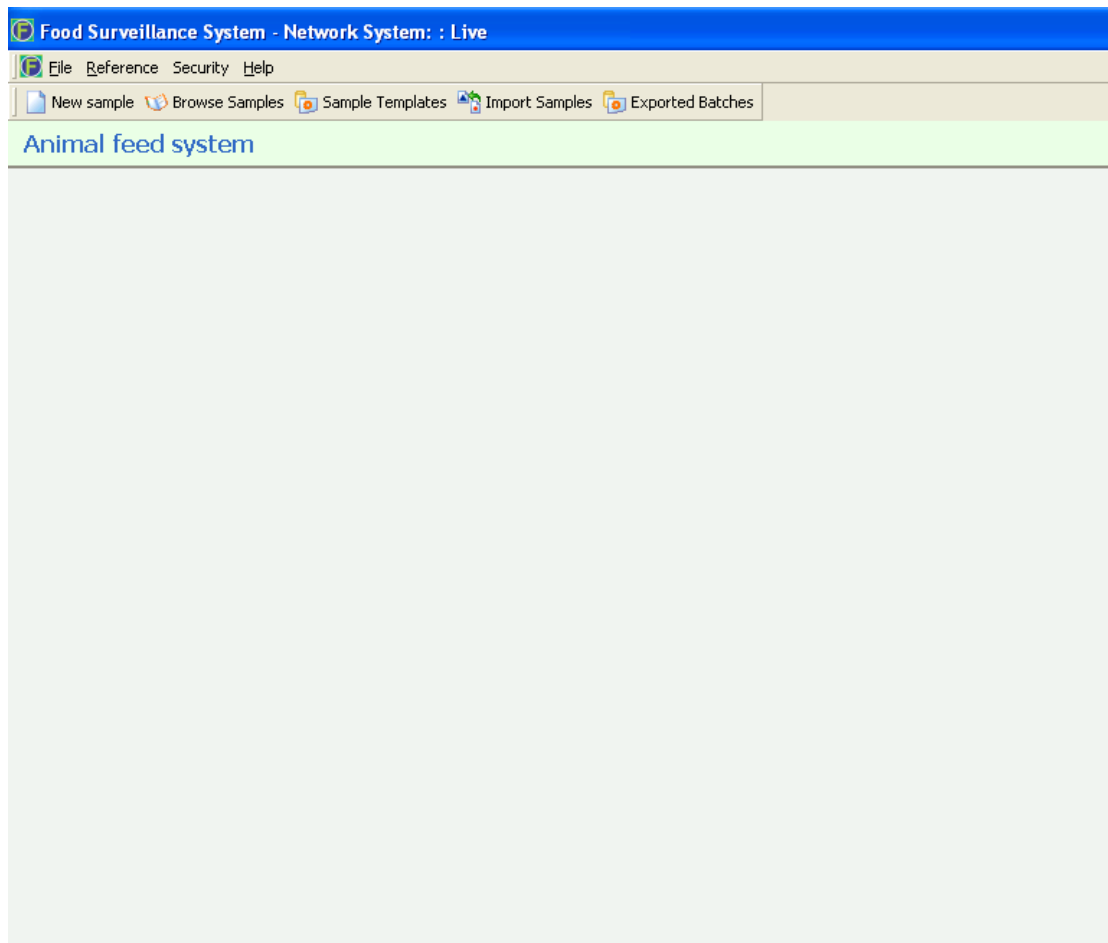


Once this screen appears you can either enter into the **Food** or **Animal Feed** Module using the radio select buttons. (the application remembers your choice so you do not have to keep selecting) In your case you select **Animal Feed**.

Select either **Live** or **Training** to enter the main screen. The **Live** connection is used when inputting real data into the system. The **Training** connection can be used when entering dummy data for training other colleagues and for users to familiarise themselves with the system, then click **OK**.

Main Screen

The Main screen is shown below



Menus can be accessed from the top of the screen and clicking on the following buttons can access common functions. These can also be accessed in the **File** menu.

New Sample	Used to enter a new sample into the system
Browse Samples	Used to view samples that are in the system
Sample Templates	Used to View/Edit/Create sample template
Import Samples	Used to import samples with results into the System
Exported Batches	Used to re export samples and view batch detail

Shortcut Keys & Handy Tips

The application follows standard Windows design concepts.


[TAB]	Moves forward from the current control to the next in the tab order
[SHIFT][TAB]	Moves back to the previously selected control
[CTRL][TAB]	Moves forward to the next data-entry screen
[F2]	Close currently open form
[F4]	Open a lookup dialog for the selected field
[F5]	New Record
[F6]	Edit selected record
[F7]	Save with validation to record being edited / inserted
[F8]	Save without validation to record being edited / inserted
[F9]	Previous data-entry screen
[F10]	Next data-entry screen

The data-entry screens can be completed in any order.

Press **F9** and **F10** to move from one data-entry screen to the next (or use mouse button to click data-entry screen tabs)

All drop down/reference fields are identified by the ▼

Use the mouse to click on this drop down field or press the **ENTER** key

Use the tab key () to move through all data-entry fields

New Animal Feed sample

Accessed by clicking on the **New (Animal Feed)** button from the **Main Screen**.

Administration (Animal Feed)

New Sample.: Live

Animal feeds sample

Admin Reason Labeling Additional Analysis **Micro**

General

Analysis Type: ☒ Micro ☐ Chemical National Ref:

Sample Number:

Office:

Sample Officer:

Sample Date: 13/04/2006 Time (24 hr): 11:23

Business ID:

Premises Name:

Address 1:

Address 2:

Address 3:

Address 4:

Post Code: Registration number:

Feed risk category:

PremisesType:

>> (F10)

Edit Sample (F6)

Save With Validation (F7)

Save Without Validating (F8)

Abandon And Close

Close (F2)

Analysis type

Select **Micro** (Microbiological) or **Chemical** option by clicking on either or on the radio button to their left.

National Ref

Unique sample reference number allocated by the FSS application.

Sample Number

Use this space if you wish to continue using your own reference

Office

Select from drop down menu - **See reference table**

Sample Officer

Select from drop down menu - **See reference table**

Sample Date

Defaults to the current date but if necessary this can be edited by typing in required date.

Sample Time	Defaults to the current time but if necessary this can be edited by typing in required time. (24 Hr)
Business ID	<p>Select from drop down list – This data has to be imported.</p> <p>Once imported into FSS and a business is selected, the Premises Name, Addresses and Feed risk category will populate automatically.</p> <p>This field can be left blank and the Premises Name and Addresses typed in manually. The Feed risk category can be selected from the drop down list.</p>
Premises Name	See Business ID
Address1	See Business ID
Address2	See Business ID
Address3	See Business ID
Address4	See Business ID
Post Code	See Business ID
Registration number	Add feed hygiene registration/approval number
Feed Risk Category	Select from drop down list or see Business ID
Premises Type	Select from drop down list.

Food Premises

The field order of this file is as follows:

BusinessID
PremiseName
Address1
Address2
Address3
Address4
PostCode
Food Safety Risk Category Code
PremiseType Code
Food Standards Risk Category Code

Food Safety Risk Category Code:

- A
- B
- C
- D
- E

Premises Type Code:

- A (Primary Producers)
- B (Slaughterhouses)
- C (Manufacturers/processors)
- D (Packers)
- E (Importers/Exporters)
- F (Distributors/Transporters)
- G (Retailers)
- H (Restaurants and other Caterers)
- I (Materials and Articles Manufacturers and Suppliers)
- J (Manufacturers mainly selling by retail)

Food Standards Risk Category Code:

There is now a change from the old standard of H (high), M (medium) and L (low) to the new standard of A, B & C. FSSNet Version 4 has moved to A, B & C

An example file:

A001,Greggs,144 Sauchiehall Street,Glasgow,,G3 6LN,A,J,A
 A002,Tesco,200 Argyle Street,Finnieston,Glasgow,,G5 7LA,E,J,B
 A003,Safeway,300 Argyle Street,Finnieston,Glasgow,,G5 7LN,B,G,C

Feed premises field order

BusinessID
PremiseName
Address1
Address2
Address3
Address4
PostCode
Feed Risk Category
PremiseType Code
Registration number

Feed Risk Category:

- H (High)
- M (Medium)
- L (Low)

Premises Type Code:

- K (Producers of feed materials)
- L (Stores of feed materials)
- M (Manufacturers of compound feed stuffs)
- N (Importers and representatives of establishments in third countries)
- O (Intermediaries, distributors and retailers)
- P (Manufacturers of additives and premixtures)
- Q (Animal farms)
- R (Other feed businesses)

e.g.

11402,One Stop,,110 South Road,Taunton,Somerset,TA1 3BP,H,K,123245

1691,One Stop,,126 Wordsworth Drive,Taunton,Somerset,TA1 2HJ,M,L,M

28940,Thorntons,,21 Old Market Centre,Taunton,Somerset,TA1 2AT,L,M,12536

19549,Ireson's,,2a St. James Street,Taunton,Somerset,TA1 1JH,H,L,34776

Enforcement (Animal Feed)

Click on the **Reason** tab next to **Admin** at the top to access this screen. Select **Enforcement/Investigation** by clicking on it and checking the radio button.

The screenshot shows a software window titled "New Sample.: Live" with a blue header bar. Below the header, the title "Animal feeds sample" is displayed. The window has several tabs: "Admin", "Reason", "Labeling", "Additional", and "Analysis". The "Reason" tab is currently selected, and the word "Micro" is displayed in red text. Under the "Reason" tab, there are two radio buttons: "Enforcement/Investigation" (which is selected) and "Surveillance/Monitoring". Below these, there are two sections: "General" and "Surveillance/Monitoring". The "General" section contains a "Sample Type" dropdown menu, a "Follow Up Sample" checkbox, and an "Index Sample Number" text field. The "Surveillance/Monitoring" section contains a "Sample was taken as part of a survey" checkbox, a "Survey Body" dropdown menu, and a "Survey Ref" dropdown menu. On the right side of the window, there are four buttons: "Edit Sample (F6)", "Save With Validation(F7)", "Save Without Validating (F8)", and "Abandon And Close". At the bottom left, there are two navigation buttons: "<< (F9)" and ">> (F10)". At the bottom right, there is a "Close (F2)" button.

Sample Type

Select from the drop down list. The **Formal** choice will apply to those feed products that have been sampled in accordance with statutory requirements (see appendix B).

Follow Up Sample

Click with mouse to select

Index Sample Number

If **Follow Up Sample**, enter Sample Number or **NOT KNOWN**

Surveillance (Animal Feed)

Click on the **Reason** tab next to the **Admin** tab at the top to access this window.
Select Surveillance/Monitoring **by clicking on it and checking the radio button.**

New Sample.: 1. Live

Animal feeds sample

Admin | Reason | Labelling | Additional | Analysis | **Micro**

Reason for sample taken: ☐ Enforcement/Investigation ☒ Surveillance/Monitoring

General

Sample Type: ▼

☐ Follow Up Sample Index Sample Number:

Surveillance/Monitoring

☐ Sample was taken as part of a survey

Survey Body: ▼

Survey Ref: ▼

Buttons: Edit Sample (F6), Save With Validation(F7), Save Without Validating (F8), Abandon And Close, Help (F1), Close (F2)

Navigation: << (F9), >> (F10)

Sample Type	Select from the drop down list –See Appendix B
Follow Up Sample	Check the tick box if follow up sample
Index Sample Number	If follow up sample type in index sample number if known
Sample was taken as part of a survey	Check the tick box to select
Survey Body	If survey sample, select survey body from drop down list
Survey Reference	If survey sample type in reference details

Labelling (Animal Feed)

Click on the **Labelling** tab next to the **Reason** tab at the top to access this window.

New Sample.: Live

Animal feeds sample

Admin | Reason | **Labelling** | Additional | Analysis

Micro

Description Of Sample taken

Feed name: [Dropdown]

Feed description: [Text]

Animal species: [Dropdown]

Category: [Text] Choose Category

Sub category: [Text]

Additional product information: [Text]

Statutory statement information

Business type: [Dropdown]

Manuf. reg. no.: [Text]

Business name _ address (Label): [Text]

Importer (if appropriate): [Text]

Country of origin: UNITED KINGDOM

<< (F9) >> (F10)

Edit Sample (F6)

Save With Validation(F7)

Save Without Validating (F8)

Abandon And Close

Close (F2)

Feed Name

Freetext field – Brand/Trade name


Feed Description

Freetext field – Name/Description required by the Feedingstuffs Regulations 2005

Animal Species

Select the animal type from drop down list

Category

Click on the  icon and select a feed category from the codes provided on category tree

Sub Category

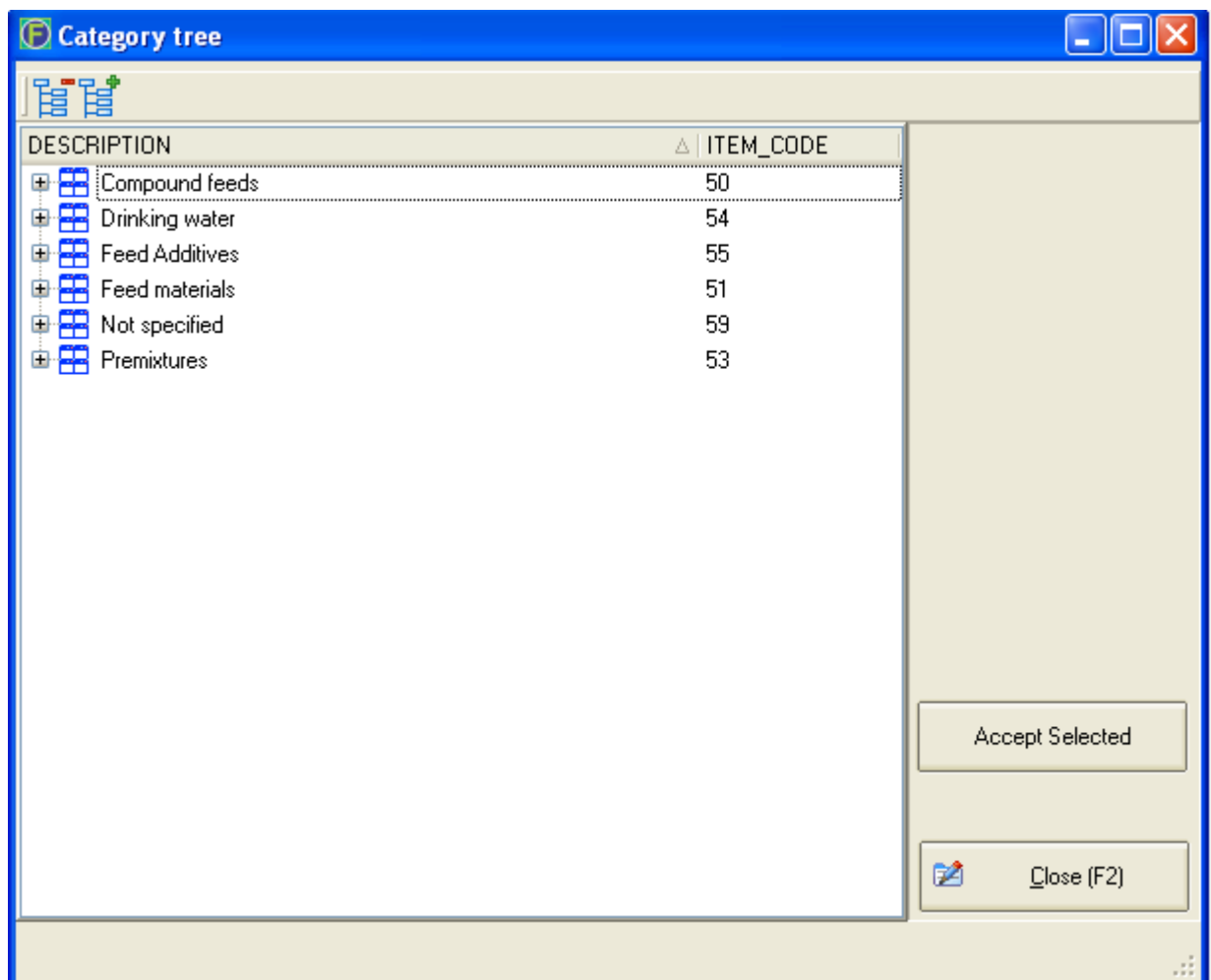
This will populate with feed category once selected in category tree


Business type

Select from drop down list

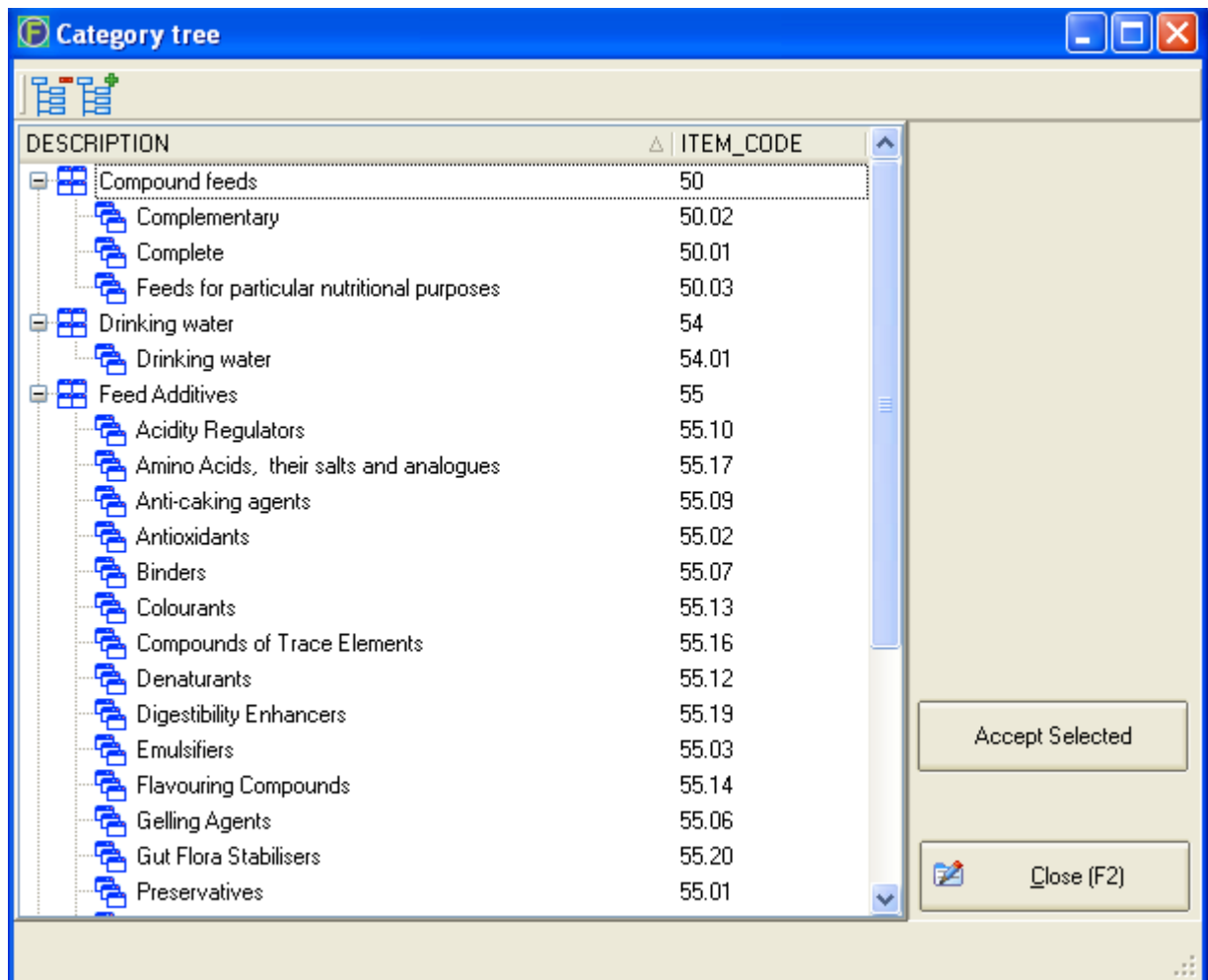
Manuf. approval/reg. no	Enter details if known
Business name-address (Label)	Enter details from label on feed
Importer (if appropriate)	Enter details if known/required
Country of Origin	Select country of origin from drop down list if known

Category Tree



You can use the plus/minus box  to expand or contract the categories.

To find a particular food category you can start typing and the search will be narrowed down as you type.



In the above window the word **Antioxidants** is being typed by the **User** and is found automatically in the **Category Tree**.

You can see that the First category is **Feed Additives**, **Antioxidants** is a sub category of **Feed Additives**.

If the current selection of Antioxidants is correct then pressing Enter on your keyboard or clicking the Accept Selected button will select the category for this sample.

Packaging (Animal Feed)

Click on the **Additional** tab next to the **Description** tab at the top to access this window.

New Sample.: Live

Animal feeds sample

Admin | Reason | Labelling | **Additional** | Analysis

Micro

Packaging

Packaging provided: [dropdown]

Package size: [text] Package Units: [dropdown]

Batch number: [text]

Date of manufacture: [calendar]

Durability

Durability: [dropdown]

Day: [text] Month: [text] Year: [text] 4 digits eg 2003

Condition: [dropdown]

If other, Specify: [text]

Buttons: Edit Sample (F6), Save With Validation(F7), Save Without Validating (F8), Abandon And Close, Help (F1), Close (F2), << (F9), >> (F10)

Packaging provided Select from the drop down list – **bulk or pre-packed**

Package size Enter net quantity of package if **pre-packed**

Package Units Select from drop down list e.g. grams, litres

Batch No Enter in freetext field if known

Date of manufacture Use calendar to select date. Use arrows at the top to change months/years and click on a date to select it.

17/01/2006

January

2006

M	T	W	T	F	S	S
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

Today

Clear

Durability

Select from drop down list – See Appendix B

**Day/Month/Year
Condition**

Enter Durability date e.g. 07 09 2002 -

Select from drop down list - **Condition at securing sample**

If other, Specify

Free text description if **Other** condition selected

Analysis (Animal Feed)

Click on the Analysis tab next to the **Additional** tab at the top to access this window.

New Sample.: Live

Animal feeds sample

Admin | Reason | Labelling | Additional | **Analysis** | **Micro**

Compliance with COP

Sample was taken in compliance with statutory requirements: **NO** (YES/NO)

Explanation:

Laboratory:

Analysis

Routine (or as defined by the laboratory) analysis required? (YES/NO)

Analysis required

Additional Information - including contract code

Analysis

Sample was taken in compliance with statutory requirements

Use mouse or arrow keys on keyboard to select **YES** or **NO** -

Explanation

If compliance with statutory requirements (see Appendix B) is NO, enter free text details

Laboratory

Defaults to laboratory specified for Microbiological or Chemical use. A different lab can be select from the drop down list.

Analysis

Routine (or as defined by the laboratory) analysis required?

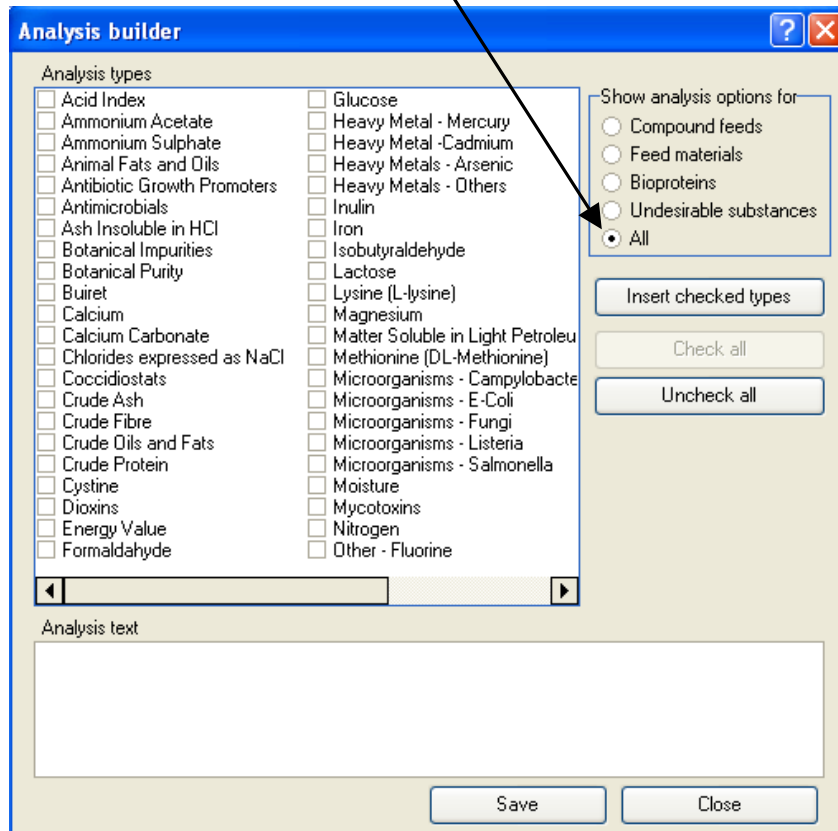
Select **YES/NO** from drop down list

Analysis Builder

If analysis required is not routine click on

Analysis builder

The following window opens allowing you to select the analysis options displayed: from **All** to more a defined list. All will be selected by default but can be changed by checking the radio buttons next to an option.



Select the analysis types by checking the tick boxes to their left.

☒ Calcium Carbonate

When a more defined list is selected e.g. **Feed Materials** the button on the right is no longer greyed out and can be clicked on to select every analysis type listed.

Check all

Analysis builder

Analysis types

- ☒ Acid Index
- ☒ Ash Insoluble in HCl
- ☒ Botanical Purity
- ☒ Calcium
- ☒ Calcium Carbonate
- ☒ Chlorides expressed as NaCl
- ☒ Crude Ash
- ☒ Crude Fibre
- ☒ Crude Oils and Fats
- ☒ Crude Protein
- ☒ Glucose
- ☒ Inulin
- ☒ Lactose
- ☒ Lysine (L-lysine)
- ☒ Magnesium
- ☒ Matter Soluble in Light Petroleum
- ☒ Methionine (DL-Methionine)
- ☒ Moisture
- ☒ Phosphorus
- ☒ Reducing Sugars
- ☒ Sodium
- ☒ Starch
- ☒ Sucrose
- ☒ Total Sugars
- ☒ Volatile Nitrogenous Bases

Show analysis options for

- ☐ Compound feeds
- ☒ Feed materials
- ☐ Bioproteins
- ☐ Undesirable substances
- ☐ All

Insert checked types

Check all

Uncheck all

Analysis text

Acid Index, Ash Insoluble in HCl, Botanical Purity, Calcium, Calcium Carbonate, Chlorides expressed as NaCl, Crude Ash, Crude Fibre, Crude Oils and Fats, Crude Protein, Glucose, Inulin, Lactose, Lysine (L-lysine), Magnesium, Matter Soluble in Light Petroleum, Methionine (DL-Methionine), Moisture, Phosphorus, Reducing Sugars, Sodium, Starch, Sucrose, Total Sugars, Volatile Nitrogenous Bases

Save Close

Once the analysis types have been selected click on the button. This will insert them into the analysis text box as a list.

Insert checked types

Click on **Save** at the bottom to close this window and return to the **Analysis** window.

The analysis types appear as a list in the **Analysis required** text box.

Analysis required

Acid Index, Ash Insoluble in HCl, Botanical Purity, Calcium, Calcium Carbonate, Chlorides expressed as NaCl, Crude Ash, Crude Fibre, Crude Oils and Fats, Crude Protein, Glucose, Inulin, Lactose, Lysine (L-lysine), Magnesium, Matter Soluble in Light Petroleum, Methionine

Additional Information- Including contract code

Enter any additional information and the contract code if known.

Additional Information - including contract code

Saving a Sample (Animal Feed)

Options on completion of sample information:

Save With Validation (F7)

Click this button or press **F7** key to validate the sample data you have entered. If required fields are incomplete or data errors exist the invalid field will be selected for changes to be made

Save Without Validation (F8)

Click this button or press **F8** key to save the sample data you have entered. This does not validate the data and you will not be able to export samples data to the lab. You can later edit the record(s) in the **Samples** browser screen and then **Save With Validation (F7)**

Abandon And Close

Caution! Clicking this button will lose any data you have just entered. **Only use if the data entered is not needed**

Durability Date

Best before	dd/MM/yyyy (in that order)
Best before end	MM/yyyy (in that order)
Use by	dd/MM/yyyy (in that order)
Not provided	The date field becomes invalid.

Code of Practice

The Code of Practice provides guidance on the procedures to be followed by authorised officers taking food samples

Does the sample procedure comply with COP requirements?

The Code of Practice addresses issues relating to food samples taken for the purpose of Analysis and Examination.

This relates to the procedures which authorised officers should follow when procuring and handling food samples taken under the Food Safety Act 1990 and the Food safety (Sampling and Qualifications) Regulations 1990 that may ultimately be the subject of legal proceedings.

Refer to the Code of Practice for specific details.

Saving a sample

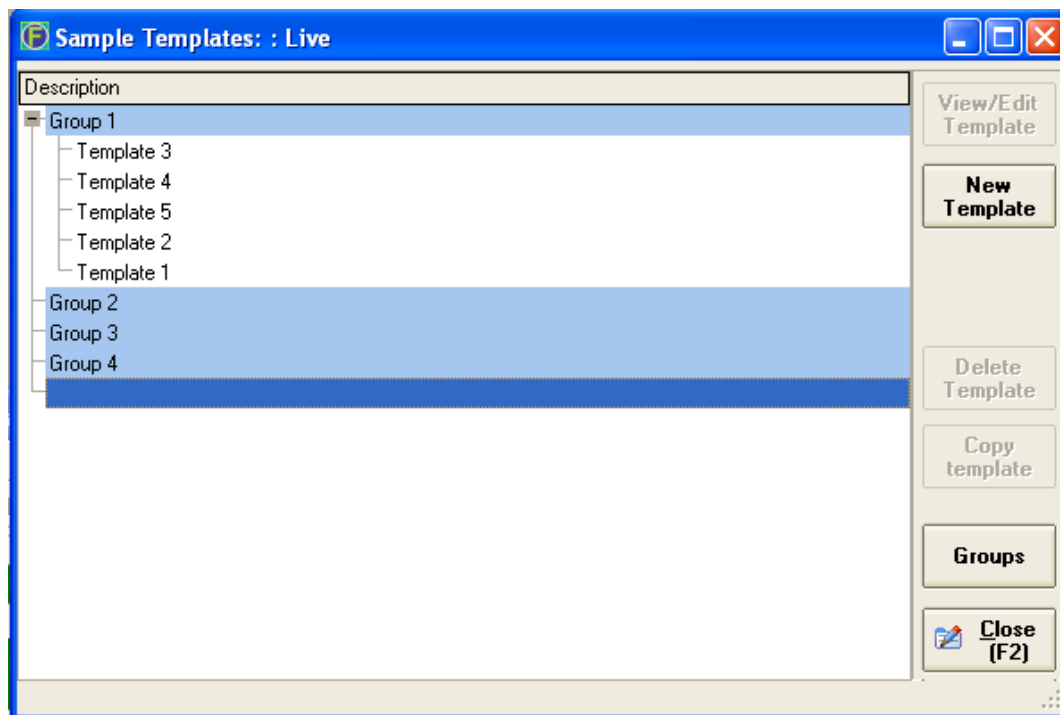
Options on completion of sample information:

Save With Validation (F7)	Click this button or press F7 key to validate the sample data you have entered. If required fields are incomplete or data errors exist the invalid field will be selected for changes to be made
Save Without Validation (F8)	Click this button or press F8 key to save the sample data you have entered. This does not validate the data and you will not be able to export samples data to the lab. You can later edit the record(s) in the Samples browser screen and then Save With Validation (F7)
Abandon And Close	Caution! Clicking this button will lose any data you have just entered. Only use if the data entered is not needed

Sample Templates

Accessed by selecting **Sample Templates** from the **File** menu.

A template provides an opportunity to reduce the commonly entered fields and to speed up data-entry for frequently visited premises and/or frequently taken sample types.



Templates are managed from within this screen using the buttons on the right hand side. The facility to **Add/Edit/Delete** and **organise** Templates is only available to an **Administrator**.

View

To view a template, select the template in the main screen and then click on the **View/Edit** button.

Edit

To edit a template, select the template in the main screen and then click on the **View/Edit** button. This will allow you to view your template. To then edit the template press the **Edit** button on the right-hand side or press **F6** on your keyboard.

New Template

To create a new template, click on the **New Template** button on the right hand side.

A screen similar to the New Sample screen will appear:

The screenshot shows a software window titled "New Sample template.: Live". Inside, there's a tabbed interface with tabs for "Admin", "Reason", "Labeling", "Additional", and "Analysis". The "Analysis" tab is active, and the word "Micro" is displayed in red. The form is titled "Animal feed sample template" and has a "General" section. Fields include: "Template group" (dropdown), "Template description" (text), "Analysis Type" (radio buttons for "Micro" and "Chemical", with "Micro" selected), "Office" (dropdown, showing "Headquarters"), "Sample Officer" (dropdown), "Business ID" (text with a search icon and a checkbox "Update premises when creating sample"), "Premises Name" (text), "Address 1" through "Address 4" (text), "Post Code" (text) and "Registration number" (text), "Feed risk category" (dropdown), and "PremisesType" (dropdown). On the right side, there are buttons: "Edit sample template (F6)", "Save changes (F7)", "Abandon changes", and "Close (F2)". At the bottom right, there is a blue button with a double arrow and "(F10)".

To create a template, fields are filled in as per a normal sample.

Certain fields cannot be filled in ahead of time and are marked **N/A**.

Fields that will vary with each sample should be left blank and then completed at the time of taking the sample.

For ease of searching provide each template with a suitable description in the field **Template Description** before saving.

To save the template click on the **Save** button on the right or press **F7** on your keyboard.

Delete Template

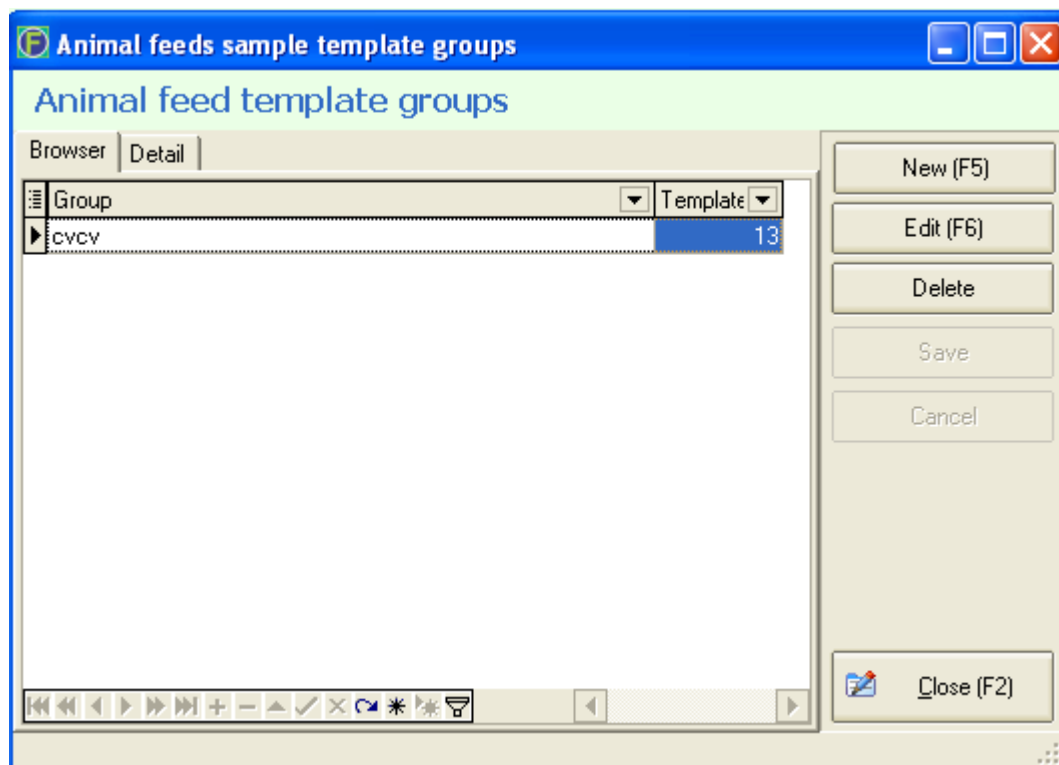
To delete a template select the template in the main screen and then click on the **Delete Template** button on the right hand side. This will permanently remove the template from the system.

Copy Template

To copy a template, select the template in the main screen and then click on the **Copy Template** button on the right hand side. This will create a duplicate template with the name prefixed with **COPY OF**.

Groups

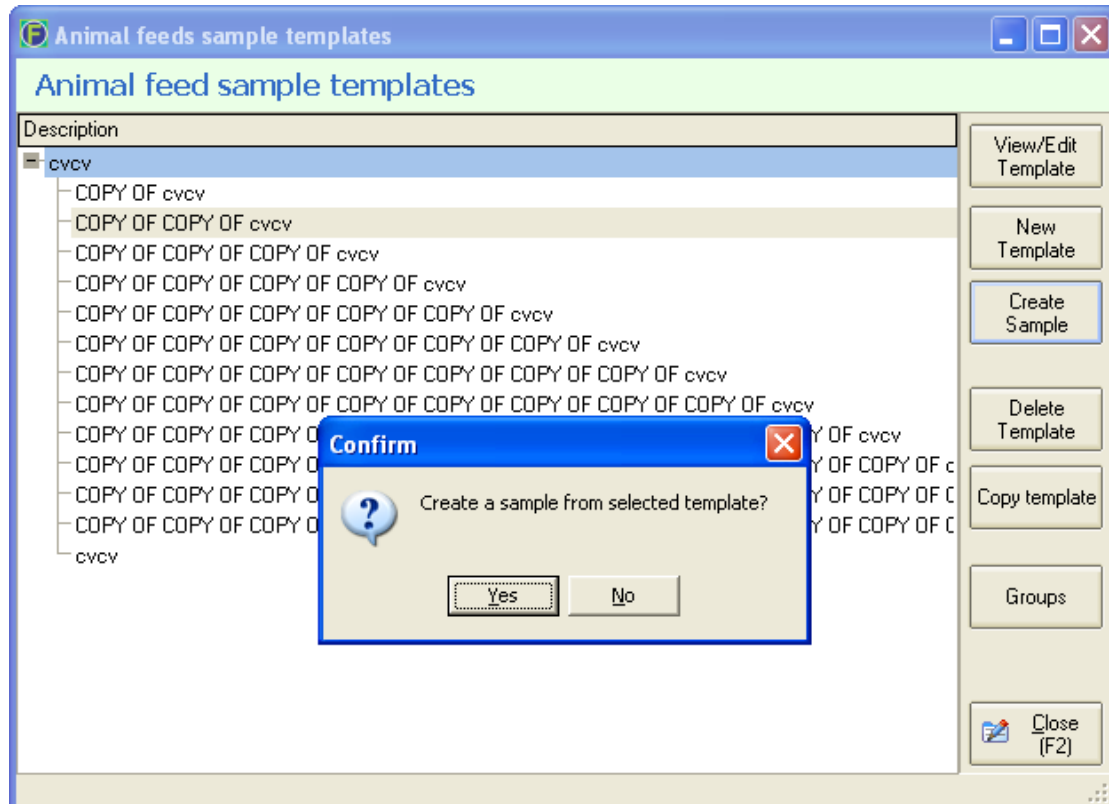
Templates can be organised into logical groups if required. The Groups button accesses the administration screen.



New Sample from template

The facility to create a new sample from a template is accessed by selecting **Sample Templates** from the **File** menu.

To create a new sample from an existing template, select your template in the main screen and click on the **Create Sample** button on the right hand side.



This will prompt to create a New Sample.

The sample will now be entered in the same way as creating a **New Sample**, except fields are pre-populated from the template.

Browse Samples

Accessed by clicking on the **Browse Samples** button from the **Main Screen**.

Food Surveillance System - Network System: : Live - [Samples Browser]

File Reference Security Help

New sample Browse Samples Sample Templates Import Samples Exported Batches

Animal Feed Samples

Entered, to be validated Validated, awaiting export Exported to Lab Imported from Disk Sample complete, with result All statuses

Sampling officer: [dropdown] All Start date: 08/04/2005 Go...
 Premises name: [dropdown] All End date: 17/04/2007

Status	Code	Local Authority Sample Number	Office code	Officer	Date sample taken	Time sample taken	Sample taken	Premises type	Business ID	
Officer : Carol Jones										
Sample complete	999HQ	010000302	1234	999HQ	Carol Jones	26/04/2006	15:37:19	26/04/2006 15:37:35	M	001*558STM/1
Validated, awaiting	999HQ	010000317	test	999HQ	Carol Jones	29/08/2006	00:04:29	29/08/2006 00:04:29	K	A01*31LOCH/1
Validated, awaiting	999HQ	010000316	tuesday test	999HQ	Carol Jones	28/08/2006	23:59:58	29/08/2006 00:04:16	K	A01*31LOCH/1
Officer : John Anderson										
Entered, to be val	999HQ	010000303	1234	999HQ	John Andersc	26/04/2006	15:38:11	26/04/2006 15:38:11		001*558STM/1
Entered, to be val	999HQ	010000304	1234	999HQ	John Andersc	26/04/2006	15:46:46	26/04/2006 15:46:46		001*558STM/1
Entered, to be val	999HQ	010000305	1234	999HQ	John Andersc	26/04/2006	15:49:03	26/04/2006 15:49:03		001*558STM/1
Entered, to be val	999HQ	010000314	1234	999HQ	John Andersc	27/04/2006	09:39:55	27/04/2006 09:39:55		001*558STM/1
Sample complete	999HQ	010000312	1234	999HQ	John Andersc	27/04/2006	08:31:17	27/04/2006 08:31:17		001*558STM/1
Officer : Tom Thumb										
Validated, awaiting	999HQ	010000318	zax	999HQ	Tom Thumb	29/08/2006	00:05:35	29/08/2006 00:05:35	K	A01*31LOCH/1


All samples entered into the system can be viewed in the **Browse Samples** screen.

Apply Filter

If you wish to view only a certain status of a sample e.g. **Entered, to be validated**, you can change the Sample Status at the top of the screen using the tab system.


Sort Data

You can sort the data by clicking on a column header.

Sample Officer 

The example shows data ordered alphabetically by Sample Officer.
(You can see the small up arrow)

Clicking again reverses the sort order.

Sample Officer 

(You can see the small down arrow)

The default sort order is to have the newest sample at the top.

Locate Sample

Food Surveillance System - Network System: 3.6.1w [Samples Browser]

File Reference Security Help

New sample Browse Samples Sample Templates Import Samples Exported Batches

Animal Food Samples

Entered, to be validated Validated, sampling report Exported to table Imported from Data Sample complete with results A list of samples

Sampling officer: Christine Dick - 01796 432187 Start date: 12/03/2005 End date: 29/03/2007 Go

Previews notes

Status	Code	Local Authority Sample Number	Office code	Officer	Date sample taken	Time sample taken	Sample taken	Premises type
Entered, to be validated	999HQ 060200000290		999HQ		06/02/2007	10:27:31	06/02/2007 10:27:32	
Entered, to be validated	999HQ 060200000336		999HQ		29/03/2007	11:49:22	29/03/2007 11:49:27	
Entered, to be validated	999HQ 060200000337		999HQ		29/03/2007	11:49:31	29/03/2007 11:49:41	
Entered, to be validated	999HQ 060200000338		999HQ		29/03/2007	11:55:26	29/03/2007 11:55:29	
Entered, to be validated	999HQ 060200000339		999HQ		29/03/2007	11:55:32	29/03/2007 11:55:34	
Sample complete, with results	1790HQ 02000014	0581			27/10/2005	14:43:00		J
Sample complete, with results	1790HQ 020000124	FD 011000 0506		Christine Dick	01/05/2005	12:06:00		J
Sample complete, with results	1790HQ 020000127	FD 012000 0506		Christine Dick	01/05/2005	12:58:00		J
Sample complete, with results	1790HQ 020000128	FD 013000 0506		Christine Dick	01/05/2005	14:00:00		J
Sample complete, with results	1790HQ 020000129	FD 014000 0506		Christine Dick	01/05/2005	14:02:00		J
Sample complete, with results	1790HQ 020000130	FD 015000 0506		Christine Dick	01/05/2005	14:03:00		J
Sample complete, with results	1790HQ 020000131	FD 016000 0506		Christine Dick	01/05/2005	14:04:00		J
Sample complete, with results	1790HQ 020000132	FD 017000 0506		Christine Dick	01/05/2005	14:05:00		J
Sample complete, with results	1790HQ 020000133	FD 018000 0506		Christine Dick	01/05/2005	14:06:00		J
Sample complete, with results	1790HQ 020000134	FD 019000 0506		Christine Dick	01/05/2005	14:10:00		J
Sample complete, with results	1790HQ 020000135	FD 010000 0506		Christine Dick	01/05/2005	14:11:00		J
Sample complete, with results	1790HQ 020000136	FD 011000 0506		Christine Dick	01/05/2005	14:12:00		J
Sample complete, with results	1790HQ 020000156	FD 012000 0506		Christine Dick	27/05/2005	12:43:00		C
Sample complete, with results	1790HQ 020000157	FD 013000 0506		Christine Dick	27/05/2005	13:11:00		C
Sample complete, with results	1790HQ 020000158	FD 014000 0506		Christine Dick	27/05/2005	13:12:00		C
Sample complete, with results	1790HQ 020000159	FD 015000 0506		Christine Dick	27/05/2005	13:13:00		C
Sample complete, with results	1790HQ 020000177	FD 016000 0506		Christine Dick	11/11/2005	11:46:00		S
Sample complete, with results	1790HQ 020000178	FD 017000 0506		Christine Dick	11/11/2005	11:51:00		S
Sample complete, with results	1790HQ 020000186	FD 018000 0506		Christine Dick	23/11/2005	11:13:00		H
Sample complete, with results	1790HQ 020000206	FD 019000 0506		Christine Dick	10/12/2005	09:47:00		S
Sample complete, with results	1790HQ 020000208	FD 020000 0506		Christine Dick	10/12/2005	10:03:00		S
Sample complete, with results	1790HQ 020000209	FD 021000 0506		Christine Dick	10/12/2005	10:16:00		S
Sample complete, with results	1790HQ 020000210	FD 022000 0506		Christine Dick	14/12/2005	10:34:00		S
Sample complete, with results	1790HQ 020000211	FD 023000 0506		Christine Dick	14/12/2005	10:58:00		S
Sample complete, with results	1790HQ 020000212	FD 024000 0506		Christine Dick	10/12/2005	11:09:00		S
Sample complete, with results	1790HQ 020000213	FD 025000 0506		Christine Dick	10/12/2005	11:13:00		S
Sample complete, with results	1790HQ 020000214	FD 026000 0506		Christine Dick	14/12/2005	11:24:00		S
Sample complete, with results	1790HQ 020000215	FD 027000 0506		Christine Dick	14/12/2005	11:32:00		S
Sample complete, with results	1790HQ 020000216	FD 028000 0506		Christine Dick	01/12/2005	11:27:00		S

Buttons: New, View, Duplicate, Close, Export, Export to file, Print, Create Template, View templates, Close (F2)

Above are all the samples taken by officer Christine Dick since 12/03/2005 - Present by selecting the officers name from the drop down list and entering search time criteria.

Duplicate Sample

Select the desired sample to duplicate in the **Sample Browser** screen. Then click on the **Duplicate** button on the right hand side. This will create a duplicate and open the sample in view mode.

Sample Details.: Live

Animal feeds sample

Admin Reason Labelling Additional Analysis

General

Analysis Type ☐ Micro ☐ Chemical National Ref: 999HQ06020000346

Sample Number

Office

Sample Officer

Sample Date Time (24 hr)

Business ID

Premises Name

Address 1

Address 2

Address 3

Address 4

Post Code Registration number

Feed risk category

PremisesType

Edit Sample (F6)

Save With Validation(F7)

Save Without Validating (F8)

Abandon And Close

Help (F1)

Close (F2)

>> (F10)

Click the **Edit Sample** button on the right hand side.

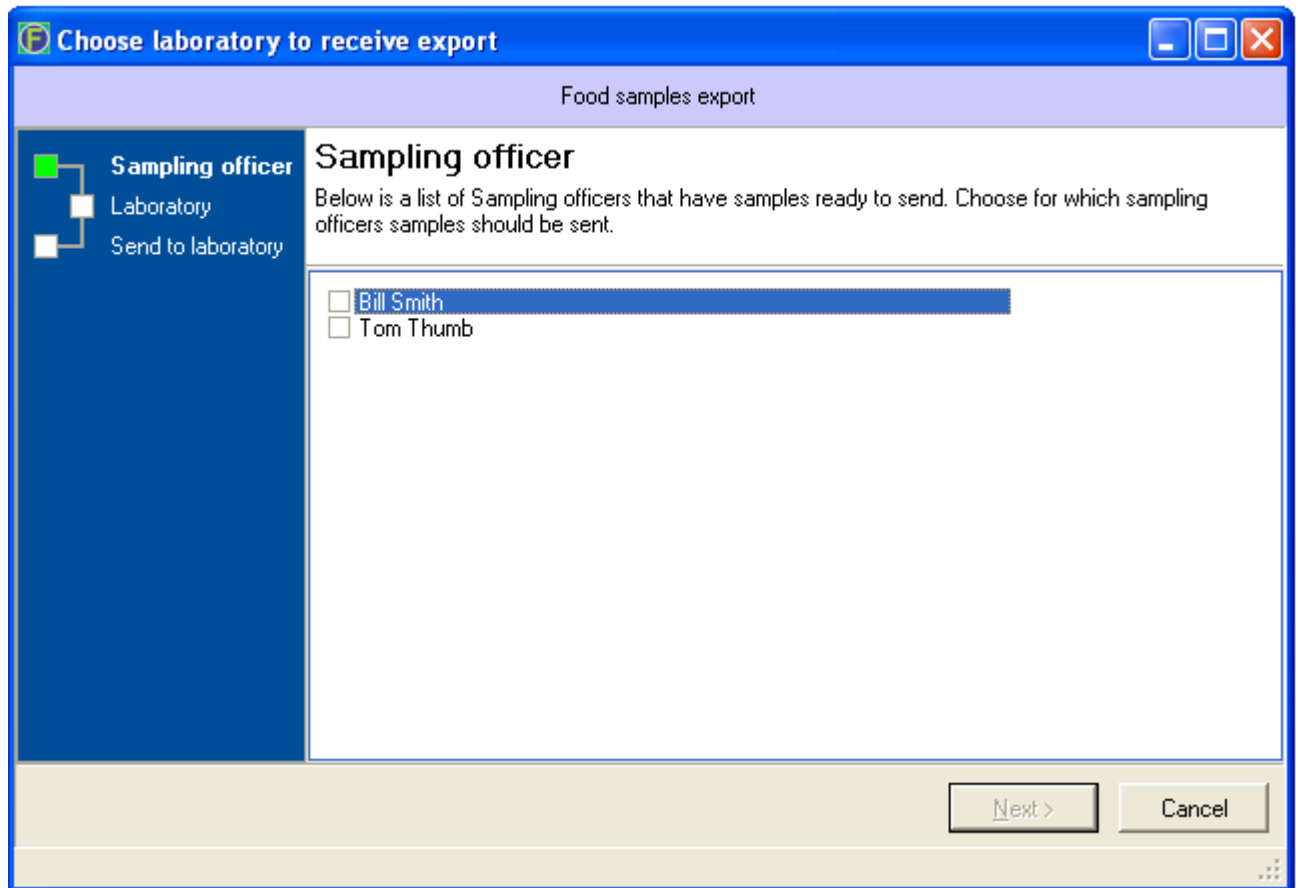
You can then click on the **Save with Validation** button or the **Save without Validation** button.

Note that some fields are greyed out in the duplication process and cannot be used in order to prevent errors.

By default the newest sample will appear at the top of the grid in the **Browse Complete Samples** screen.

Export

Accessed by clicking on the **Browse Active Samples** button from the Main Screen and then clicking on the **Export** button on the right hand side.



Completed samples displayed as **Validated, awaiting export** require to be exported to disk.

By selecting the Sampling Officer from the **Sampling Officers** shown you can then move on and select the Lab the sample is being sent to, as shown:-

Choose laboratory to receive export

Food samples export

☐ Sampling officer
☒ **Laboratory**
☐ Send to laboratory

Laboratory

Now choose for which laboratory you wish to export samples.

☒ Royal Alexandra Hospital, Paisley (1 sample)
☐ Public Analyst Lab, Dundee (0 samples)

< Back Next > Cancel

And click send file -

Choose laboratory to receive export

Food samples export

☐ Sampling officer
☐ Laboratory
☒ **Send to laboratory**

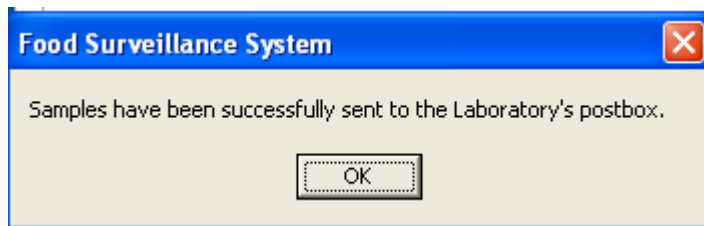
Send to laboratory

Enter a comment or special instruction if required, then click the 'Send samples' button to transmit the samples to the designated lab.

Send file

< Back Finish Cancel

You will then get the following message saying the message has been successfully sent and you can be confident that the sample has been sent, if there is any problems please contact HPS.



To export the sample to file click on the **Export to file** button on the right hand side.

You will then be asked where to export the files.

Once the files are exported they will change status and turn green in the **Sample Browser** screen.

Food Surveillance System - Network System: : Live - [Samples Browser]										
File Reference Security Help										
New sample Browse Samples Sample Templates Import Samples Exported Batches										
Animal Feed Samples										
Entered, to be validated Validated, awaiting export Exported to Lab Imported from Disk Sample complete, with results All statuses										
	Status	Code	Local Authority Sample Number	Office code	Officer	Date sample taken	Time sample taken	Sample taken	Premises type	Business ID
Officer : Carol Jones										
	Exported to Lab	999HQXX010000303	1234	999HQ	Carol Jones	26/04/2006	15:38:11	26/04/2006 15:38:11	L	001*558STM/1

The files exported are encrypted for the purpose of data protection.

If you wish to view an encrypted file then you must use the Encrypted File Viewer



Print

Preview

100%

Scottish Food Surveillance System
Samples for examination

National ref: 76212345H10000036

Administrative details:

Food Authority: Angus	Sampling Officer: John Smith
Sample No.:	
Date sample taken: 01/10/2003	Time: 10:10:40
Premises Name:	Business ID:
Address:	
Post Code:	Premises type: Provide appropriate FSA code (A to J):

Reason for sample taken:

Enforcement/Investigative: YES (if 'YES', please provide details). Sample Type: Follow up sample: NO If 'YES', Index Sample Number: Food sample taken as part of a food borne illness investigation: NO Further details if 'YES', including relevant outbreak number:	Surveillance Monitoring: NO (if ticked, please provide details). Was the sample taken as part of a survey? NO If yes, as part of the of the following: Relevant Survey Number:
---	--

Description of sample taken:

Brand name of food:	Risk category (Food standard)
Description / true name of food:	
Type of sample: <i>Provide appropriate FSA related information in form of:</i>	
Nature of product:	
Category:	MAFF code
Sub-category 1:	MAFF details
Additional category information:	
Name of manufacturer:	

Page 1/1

From the **Browse Active Samples** screen forms can be printed as blank, part completed or fully completed forms by selecting the **Print** button on the right hand side of the **Browse Active Samples** screen.

Exported Samples

Accessed by clicking on the **Exported Samples** button from the Main Screen.

Food Surveillance System - Network System: : Live - [Samples Browser]

File Reference Security Help

New sample Browse Samples Sample Templates Import Samples Exported Batches


Animal Feed Samples

Entered, to be validated Validated, awaiting export Exported to Lab Imported from Disk Sample complete, with results All statuses

Status	Code	Local Authority Sample Number	Office code	Officer	Date sample taken	Time sample taken	Sample taken	Premises type	Business ID
Exported to Lab	999HQXX010000303	1234	999HQ	Carol Jones	26/04/2006	15:38:11	26/04/2006 15:38:11	L	001*558STM/1

This screen shows all samples that have been exported to the lab .
You can use the plus/minus box on the left hand side to show the sample details within an export batch.

Re Export

To re-export a previously exported batch or file then click on the  Exported Batches button.

The following menu will appear:

Sample batches previously exported

Animal feed

Batch Id	Date exported	Time exported	Laboratory	Delivery method	Sample count
22	17/04/2007	11:32:37	Test Laboratory	Remote transfer	1

View Sample

Re-send to Lab

Re-export to file

Samples in batch Export batch details

Status	Code	Officer	Local Authority Sample Number	Office code	Date sample
[plus/minus box]	999HQXX010000303	Carol Jones	1234	999HQ	26/04/2006

Close (F2)

Import Samples

Accessed by clicking on the **Import Samples** button from the **Main Screen**.

Update from CFAD

Import completed samples from national database: : Live

Status: Offline

Last updated 23/02/2005 16:42:0

lorna.dryburgh@hps.glas

XXXXXXXXXX

Samples	Results
Inserts:	Inserts:
Updates:	Updates:
Deletes	Deletes
Total Transactions	Total Transactions

0% 0%

Records Inserted: 0
Records Updated: 0
Records Deleted: 0
Records Processed: 0

Close (F2)

Samples along with their laboratory results can be retrieved from the Central Food Administration Database (CFAD).

It is essential the system CFAD server details have been applied prior to undertaking this operation.

To download the sampling data click the **Log in** button on the right hand side.

Logged In

Import completed samples from national database: : Live

Logged In

Last updated 23/02/2005 16:42:0

loria.dryburgh@hps.glas

XXXXXXXXXX

Samples		Results	
Inserts:	0	Inserts:	0
Updates:	0	Updates:	0
Deletes:	0	Deletes:	0
Total Transactions	0	Total Transactions	0

0%

0%

Records Inserted: 0

Records Updated: 0

Records Deleted: 0

Records Processed: 0

Log in

Update

Close (F2)

This will change the status bar from yellow to green and state **Logged In** when the operation has been successful.

You should then click on the **Update** button on the right hand side to initiate the transfer of data to your computer.

The progress bars will incrementally turn red as the process nears completion and change the display from 0% to 100%.

Import Complete

Import completed samples from national database: : Live

Import complete

Last updated 25/02/2005 16:09:3

lorina.dryburgh@hps.glas

Samples		Results	
Inserts:	3952	Inserts:	19578
Updates:	0	Updates:	0
Deletes:	0	Deletes:	0
Total Transactions	3952	Total Transactions	0

100% 100%

Records Inserted: 19578
Records Updated: 3952
Records Deleted: 0
Records Processed: 23530

Log in
Update
Close (F2)

When completed the status bar will state **Import Complete**.

The data is now stored in your computer and can be viewed by closing this screen and clicking **Browse Complete Samples** from the Main Screen.

Browse Complete Samples

Accessed by clicking on the **Browse Complete Samples** button from the **Main Screen**.

Status	Code	Local Authority Sample Number	Office code	Officer	Date sample taken	Time sample taken	Sample taken	Premises type	Business ID	
Sample complete	999HQ	010000302	1234	999HQ	Carol Jones	26/04/2006	15:37:19	26/04/2006 15:37:35	M	001*5585TM/1
Sample complete	999HQ	010000312	1234	999HQ	John Anderson	27/04/2006	08:31:17	27/04/2006 08:31:17		001*5585TM/1

Results			Outcome		
Substance	Units	Result	Code	Group	Details
Proteins from bovine species		Present	E99	Microbiology	Other
Proteins from porcine species		Present	800	Composition	Analysed only
Proteins from poultry species		Absent	800	Composition	Analysed only

This screen shows all your sampling data along with laboratory results.

Querying the database

Using the **Browse Complete Samples** you can look at your samples complete with the laboratory results and the Analysts comments.

Sorting Data

To begin sorting data click on the relevant heading. A small upwards arrow will appear on the right hand side of the heading. This indicates an ascending sort. Click again and the arrow will point downwards indicating a descending sort.

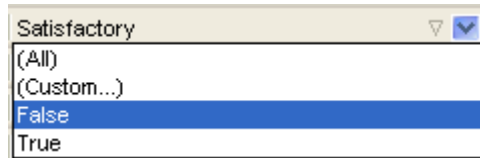
Example: Data sorted in alphabetical name order

Filtering Data

If you want to look at a subset of the data you can restrict the records you see by selecting only certain data.

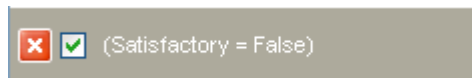
To apply click on the drop down button for a heading and select the value you want to filter on.

Example: Data filtered for unsatisfactory samples



Your current filter will be shown in the bottom left of the **Complete Sample Browser** screen.

Example: Data filtered for unsatisfactory samples



To remove your filter click on the red cancel button and the filter will disappear.

You can group data by selecting a heading and dragging it into the area directly above the current headings. To ungroup data drag the heading back to its previous location.

Example: Data grouped according to Premise Type.

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Full Details

In this screen you can view all the details for a particular sample by clicking on the All statuses tab

Food Surveillance System - Network System: : Live - [Samples Browser]

File Reference Security Help

New sample Browse Samples Sample Templates Import Samples Exported Batches

Animal Feed Samples

Entered, to be validated Validated, awaiting export Exported to Lab Imported from Disk Sample complete, with results All statuses

Sampling officer: [dropdown] ☒ All Start date: 08/04/2005 Go...
 Premises name: [dropdown] ☒ All End date: 17/04/2007

	Status	Code	Local Authority Sample Number	Office code	Officer	Date sample taken	Time sample taken	Sample taken	Premises type	Business ID
- Officer : Carol Jones										
	Sample complete,	999HQXX010000302	1234	999HQ	Carol Jones	26/04/2006	15:37:19	26/04/2006 15:37:35	M	001*558STM/1
- Officer : John Anderson										
	Sample complete,	999HQXX010000312	1234	999HQ	John Anderson	27/04/2006	08:31:17	27/04/2006 08:31:17		001*558STM/1

You can use the plus/minus box

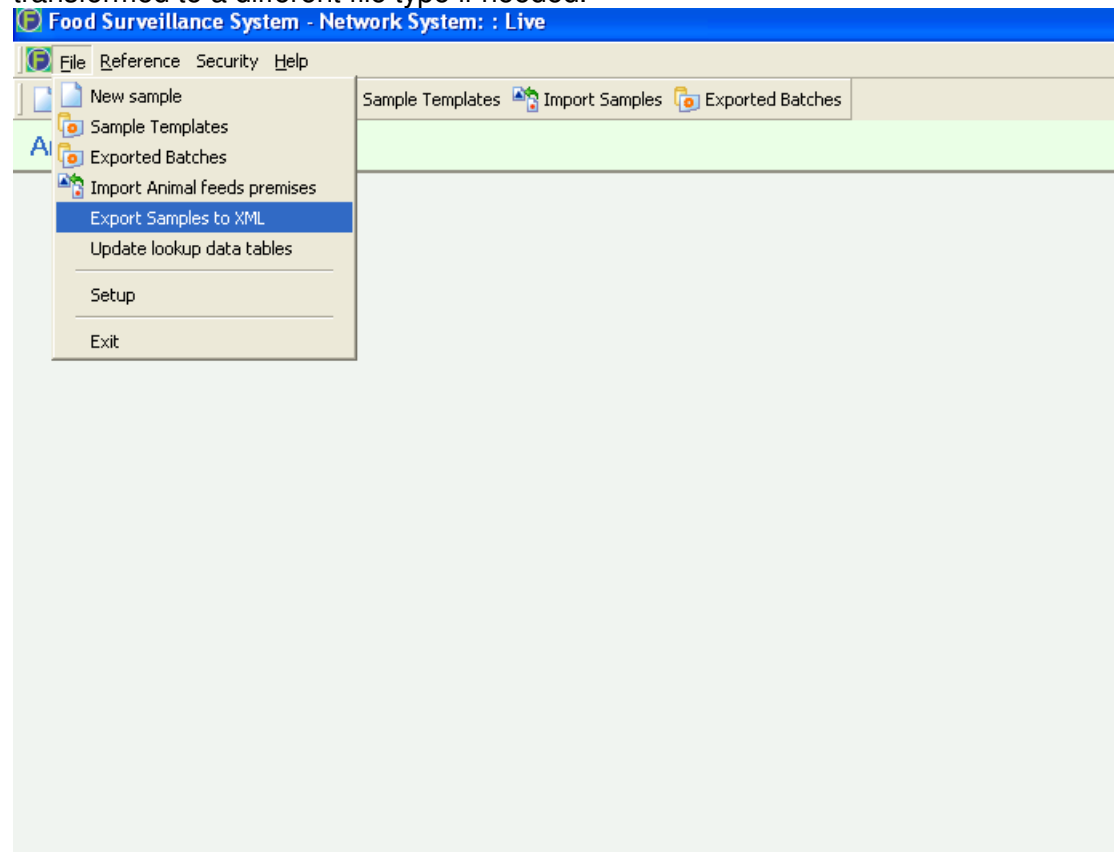
to expand or contract relevant sections.

Export to XML

The **Export Samples to XML** option is available to **Administrators** and is provided under the **File** menu.

This option will allow FSS to interface with other programs, particularly local authority management systems.

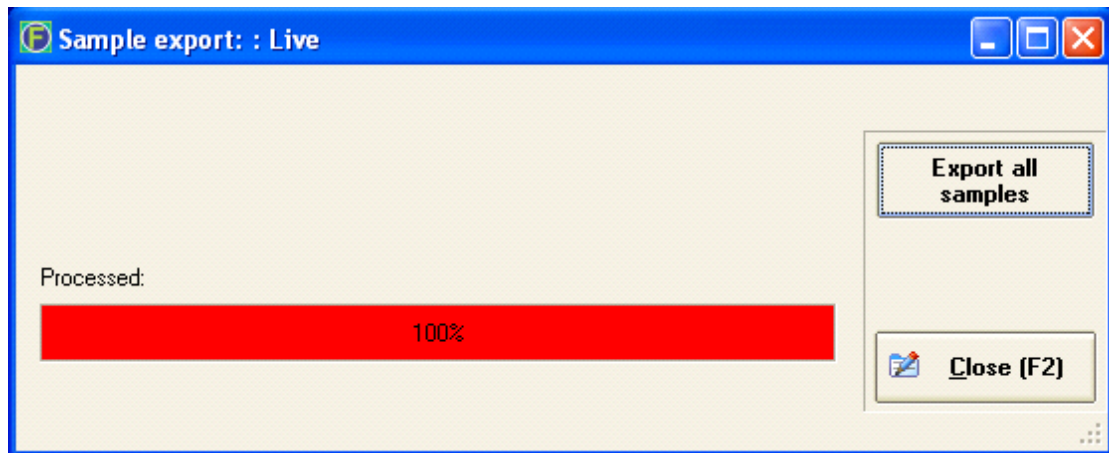
XML files can be interfaced with a wide variety of programs or the data can be transformed to a different file type if needed.



Once the laboratory results data has been download via the Internet then the Sample and Result data can be exported from FSS to an XML file.

By clicking on the **Export All Samples** button, a file dialog box will ask where to save the file.

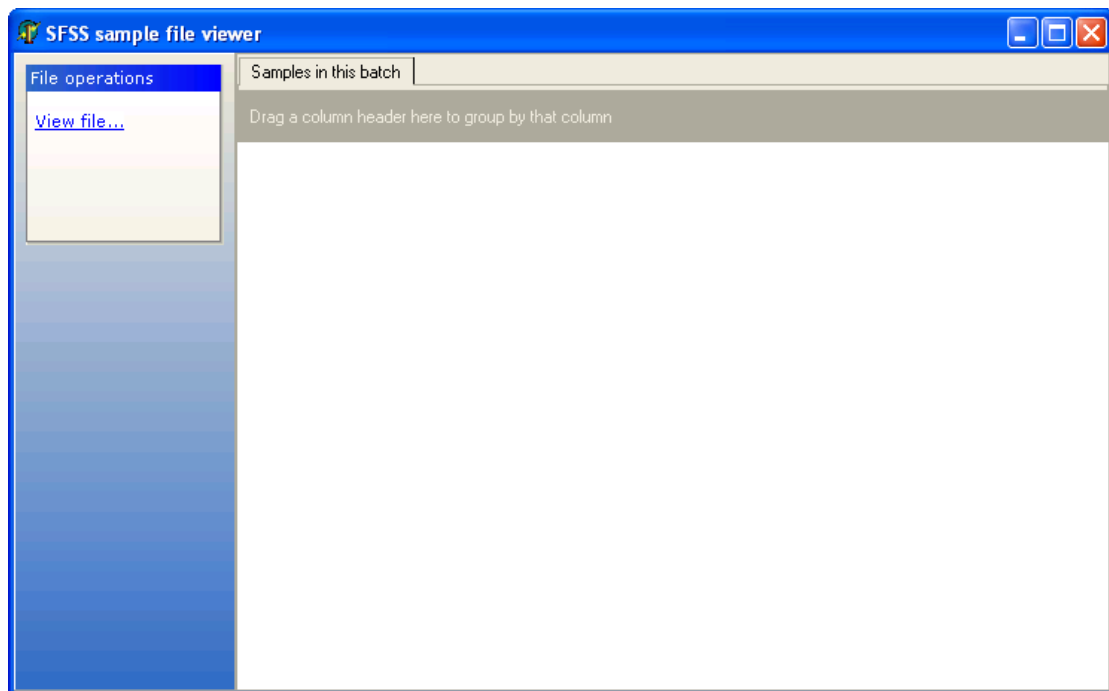
Once the file location has been decided the progress bar will process all the samples, turning red, up to 100%.



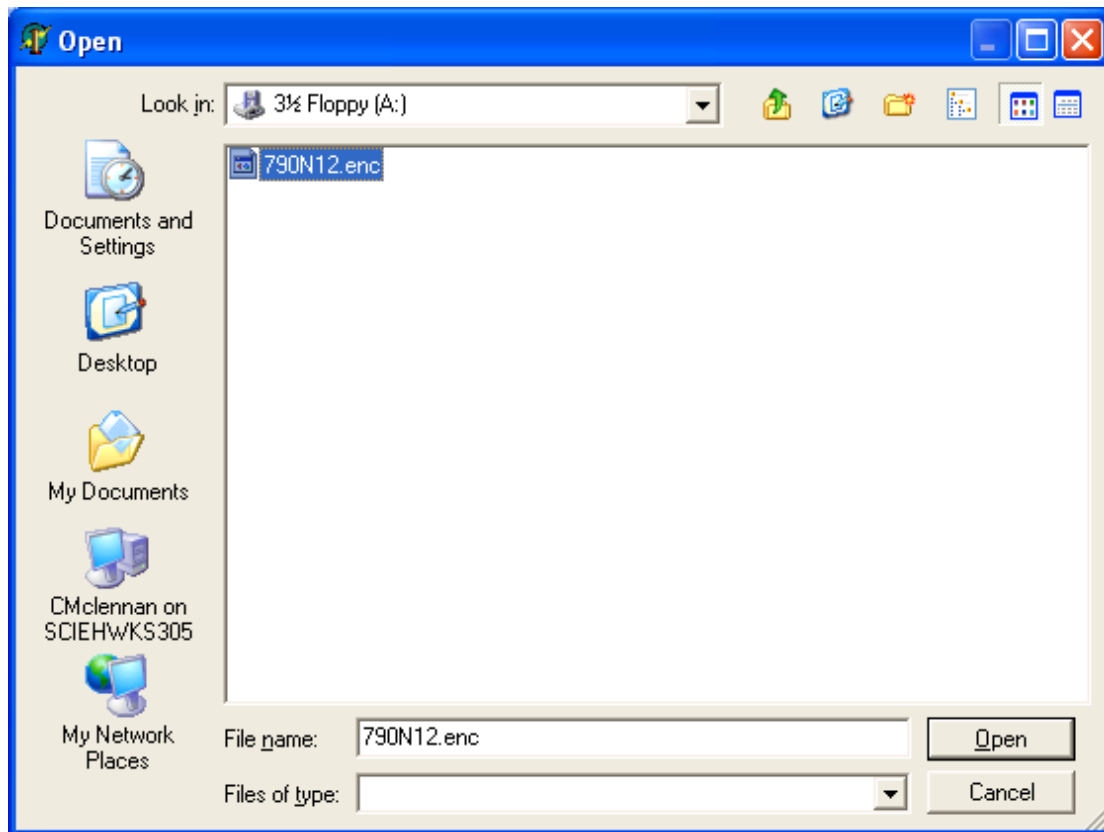
The exported XML file will now be created as requested.

Encrypted File Viewer

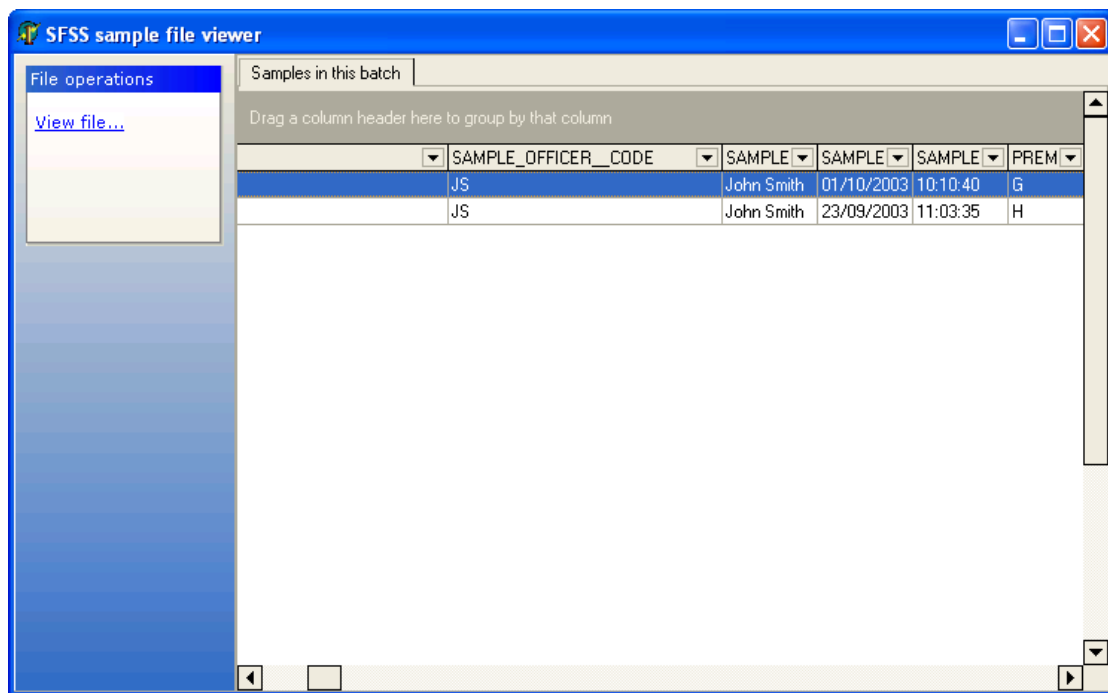
This program facilitates the viewing of previously exported encrypted files.
To run this program, select **FSS Network** then **Encrypted File Viewer** from your start menu.



Click on the **View File** button at the top left hand corner and select your file.



You can then view the data in your selected file.



APPENDIX B: FEED DEFINITIONS

Statutory Requirements

The methods for taking samples of feedingstuffs are set out in the Sampling and Analysis Regulations 2005. The taking of samples in compliance with this regulation would enable formal enforcement action to be taken by the feed authority if necessary; such samples are often referred to as “formal” samples. All other samples are “informal” samples except where they have been obtained from a complainant in which case they are complaint samples.

Durability Date

These are set out in the Feedingstuffs Regulations 2005 Schedule 3 Paragraph 18 and should enter into the database as follows:

Use before dd/MM/yyyy (in that order)

Best before MM/yyyy (in that order)

APPENDIX C: HPS CONTACTS

HPS System Administrator

If you have any questions regarding the project please contact:

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HPS Environmental Health Consultants

If you have any questions or comments relating to the FSS, please contact:

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OR

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G3 7LN

APPENDIX C

Version Changes

- Version 4
- Option to Re Export
- Option to check batch information
- You can now filter on “Analysis Type”